



Software Learning Centers

1645 S.E Port St. Lucie Blvd

Port St. Lucie, Florida 34952

PHONE: 772.337.4005 FAX: 772.337.0870



A Division of Moore Solutions inc

Microsoft® Office Word 2007: Level 1

Course Specifications

Course number: 084381

Software: Microsoft® Office Word 2007

Course length: 1.0 day(s)

Certification: Microsoft Office Specialist: Microsoft® Word 2007

Course Description

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2007 courses. It will provide you with the basic concepts required to produce basic business documents.

Course Objective: You will create, edit, and enhance standard business documents using Microsoft® Office Word 2007.

Target Student: This course is intended for individuals who want to gain basic knowledge of working on Word. Individuals who want to pursue Microsoft Office Specialist certification in Microsoft Office Word 2007 can also take this course.

Prerequisites: Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course:

- Windows XP Professional: Level 1
- Windows XP Professional: Level 2
- Windows XP: Introduction
- Windows 2000: Introduction

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

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Certification

Microsoft Word 2007: Level 1 is one of a series of Element K courseware titles that addresses Microsoft Office Specialist skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- Pentium IV 1.5 GHz processor (2 GHz recommended).
- 512 MB of RAM.
- 1.5 GB of disk space or larger.
- A CD-ROM or DVD drive.
- A mouse or other pointing device.
- A VGA or higher video adapter and monitor.
- A keyboard and Microsoft mouse or other input device.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer.
- A projection system to display the instructor's computer screen.

Platform Requirements

- Windows XP

Software Requirements

- Microsoft® Office Professional Plus 2007 Edition.
- Windows XP Professional with Service Pack 2.

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Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- explore the various components of the Microsoft Office Word 2007 environment.
- create a document.
- edit documents by locating and modifying text.
- format text.
- format paragraphs.
- add tables to a document.
- add graphic elements to a document.
- proof documents to make them more accurate.
- control a document's page setup and its overall appearance.

Course Content

Lesson 1: Exploring the Word Environment

Topic 1A: Explore the User Interface

Topic 1B: Explore the Ribbon

Topic 1C: View a Document

Topic 1D: Obtain Help

Lesson 2: Creating a Document

Topic 2A: Enter Text

Topic 2B: Save a Document

Topic 2C: Preview a Document

Topic 2D: Print a Document

Topic 2E: Customize the Word Environment

Lesson 3: Editing a Document

Topic 3A: Navigate in a Document

Topic 3B: Select Text

Topic 3C: Insert Additional Text

Topic 3D: Rearranging Blocks of Text

Topic 3E: Delete Blocks of Text

Topic 3F: Undo Changes

Topic 3G: Search and Replace Text

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Lesson 4: Formatting Text

- Topic 4A: Change Font and Size
- Topic 4B: Emphasize Text Using Font Styles and Effects
- Topic 4C: Change Text Color
- Topic 4D: Highlight Text
- Topic 4E: Copy Formatting
- Topic 4F: Clear Formatting
- Topic 4G: Find and Replace Text Formatting

Lesson 5: Formatting Paragraphs

- Topic 5A: Set Tabs to Align Text
- Topic 5B: Change Paragraph Alignment
- Topic 5C: Indent Paragraphs
- Topic 5D: Add Borders and Shading
- Topic 5E: Apply Styles
- Topic 5F: Create Lists
- Topic 5G: Change Spacing Between Paragraphs and Lines

Lesson 6: Adding Tables

- Topic 6A: Create a Table
- Topic 6B: Enter Data in a Table
- Topic 6C: Modify the Table Structure
- Topic 6D: Format a Table
- Topic 6E: Convert Text into a Table

Lesson 7: Enhancing Visual Appeal Using Graphic Objects

- Topic 7A: Add Visual Effect Using Symbols and Special Characters
- Topic 7B: Enhance Documents with Illustrations
- Topic 7C: Display Documents Using Watermarks

Lesson 8: Proofing a Document

- Topic 8A: Enhance Textual Meaning Using the Thesaurus
- Topic 8B: Check Spelling and Grammar
- Topic 8C: Customize AutoCorrect Options
- Topic 8D: Create a New Default Dictionary
- Topic 8E: Check Word Count

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Lesson 9: Controlling Page Appearance

Topic 9A: Modify Page Margins and Orientation

Topic 9B: Apply a Page Border and Color

Topic 9C: Display Common Header and Footer Information

Topic 9D: Insert a Page Break

Topic 9E: Modify Content in Print Preview

Appendix A: Microsoft Office Specialist Program

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